



Workspace tour

Welcome to Corel PHOTO-PAINT®, a powerful bitmap image-editing application that lets you retouch existing photos or create original graphics.

In this tutorial, you will become familiar with the terminology and workspace of Corel PHOTO-PAINT.

What you will learn

In this tutorial, you will learn how to

- use Corel PHOTO-PAINT terms
- navigate the Corel PHOTO-PAINT application window
- identify the Corel PHOTO-PAINT workspace tools
- customize the Corel PHOTO-PAINT workspace

Corel PHOTO-PAINT terms

Before you get started in Corel PHOTO-PAINT, you should be familiar with the following terms.

Term	Description
Channel	An 8-bit grayscale image that stores color or mask information for an image.
Editable area	An editable area of a mask allows paint and effects to be applied to a selected area of an image.
Image	A file you open or create in Corel PHOTO-PAINT.
Lens	An object layer that protects part or all of an image when you perform color and tonal corrections.
Mask	A mask can be applied to an image during image editing to define protected areas and editable areas.
Object	An independent bitmap that is layered above the background image.
Path	A series of line and curve segments connected by adjustable endpoints called nodes.

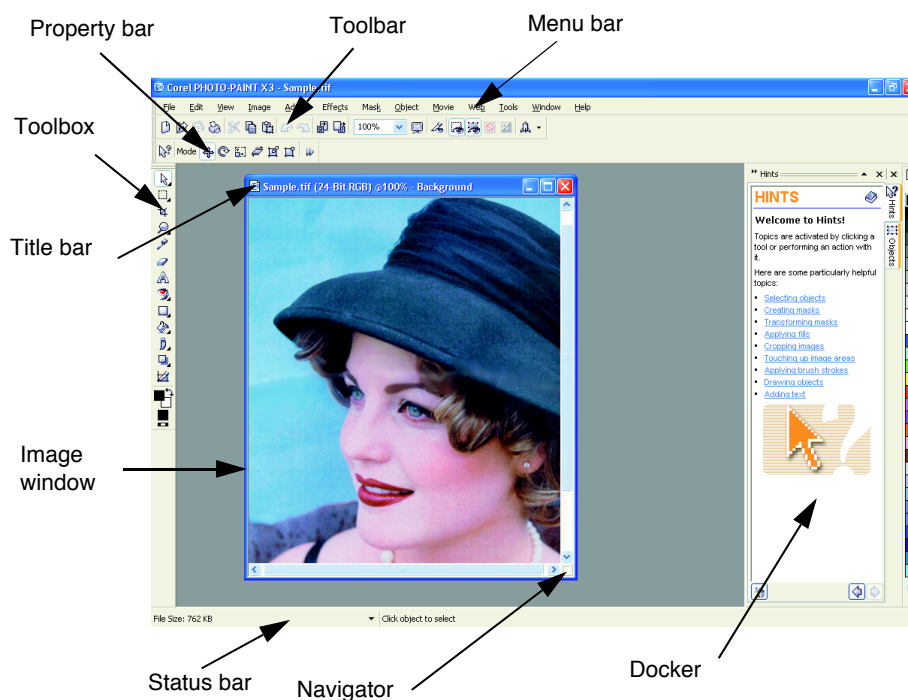


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Term	Description
Thumbnail	A miniature, low-resolution version of an image.

Corel PHOTO-PAINT application window

The Corel PHOTO-PAINT application window contains elements that help you access the tools and commands you need to view and edit images. Application commands are accessible through the menu bar, toolbox, property bar, toolbar, toolbars, and dockers.



The application window contains the following main parts:

Part	Description
Menu bar	The area containing drop-down menus with commands grouped by category
Property bar	A detachable bar containing commands that change according to the active tool
Toolbar	A detachable bar that contains shortcuts to menu and other commands. The standard toolbar contains shortcuts to basic commands, such as opening, saving, and printing.






Part	Description
Toolbox	A bar that contains tools for editing, creating, and viewing images. The toolbox also contains the color control area which lets you select colors and fills.
Image window	The area in which the image displays. Although more than one image window can be open at the same time, you can apply commands to the active image window only.
Title bar	The area on the image window displaying the title of the image
Navigator	A button that lets you view a thumbnail of the entire image so you can focus the image window on a specific area. The Navigator is only available if you have areas that exceed the image window.
Docker	A window that provides access to additional commands and image information. The Hints and Objects dockers are displayed by default.
Status bar	An area that displays image information, system information, and tips

Corel PHOTO-PAINT workspace tools









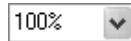







Application commands are accessible through the menu bar, toolbars, property bar, dockers, and toolbox. The property bar and dockers provide access to commands that relate to the active tool or current task. The property bar, dockers, toolbars, and toolbox can be opened, closed, and moved around your screen at any time.

Toolbars

Toolbars consist of buttons that are shortcuts to menu commands. The standard toolbar consists of commonly used commands. The table below outlines the buttons on the standard toolbar.

Click this button	To
	Start a new image
	Open an image
	Save an image



Click this button	To
	Print an image
	Cut selected objects to the Clipboard
	Copy selected objects to the Clipboard
	Paste the Clipboard contents into an image
	Undo the last action
	Redo the last action
	Import an image
	Export an image
	Change the zoom level
	Display a full-screen preview
	Show or hide the image slicing grid
	Show or hide the mask marquee
	Show or hide the object marquee
	Clear a mask
	Invert a mask
	Start Corel applications

In addition to the standard toolbar, Corel PHOTO-PAINT has toolbars for specific kinds of tasks. For example, if you frequently work with masks, you can display the **Mask/object** toolbar. Unlike the property bar, the contents of a toolbar remain the same.



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To hide or display a toolbar

- Click **Window** menu ► **Toolbars**, and click a toolbar.

A check mark next to a toolbar name indicates that the toolbar is displayed.



Property bar

The property bar displays commonly used commands that are relevant to the active tool. Unlike toolbars, the contents of the property bar change depending on which tool is active. For example, when you use the **Text** tool, the contents of the property bar change to display text-related settings such as font type, font size, and alignment.

More advanced options for the active tool can be accessed on the extended property bar. A button with a double arrow at the end of the property bar lets you open or close the extended property bar.



To open or close the extended property bar

To	Do the following
Open the extended property bar	Click the Open advanced options button  .
Close the extended property bar	Click the Close advanced options button  .

Dockers

Dockers display controls such as command buttons, options, and list boxes. Some dockers also include additional visual information about the tools or image elements. You can keep dockers open while you work on an image.

You can attach, or dock, dockers to either side of the application window, or you can float, or undock, them so you can move them in the application window as you work. You can also minimize dockers to save valuable screen space. If you open more than one docker at a time, the windows stack on top of each other and tabs display so you can quickly access the docker you want.

An example of a docker is the **Objects** docker. The **Objects** docker displays thumbnails of the image background and each object layer, as well as command buttons and options related to objects.

To open a docker

- Click **Window** menu ► **Dockers**, and click a docker.

To move a docker

- Drag the title bar of the docker to a new location.

Dragging a docker away from the side of the application window undocks it; dragging a floating docker toward the side of the application window docks it.




To minimize a docker

To minimize	Do the following
A floating docker	Click the roll-down arrow on the title bar of the docker.
A docked docker	Click the double arrow on the title bar of the docker. A tab displays along the right side of the application window.

Status bar

The status bar displays information about the image, system memory, and the active tool. You can change the type of information that displays so it can help you with your current task. For example, if you are working with images that have different dimensions, you can display the dimension of the current image.

To change the type of information displayed on the status bar

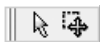
- Click the arrow  on the status bar, and click one of the following:
 - File size**
 - Current tool**
 - Document dimensions**
 - Color mode**
 - Memory**

Toolbox

The toolbox contains tools for editing, creating, and viewing images. Some of the tools are visible by default, while others are grouped in flyouts. Flyouts open to display a set of related tools. A small arrow in the lower-right corner of a toolbox button indicates a flyout. The last tool used in a flyout displays in the toolbox. For example, in the **Brush** flyout, the **Paint** tool displays by default, but if you use another tool in the flyout, such as the **Image Sprayer** tool, the **Image Sprayer** tool displays in the toolbox with the flyout arrow. Flyouts function like toolbars when you drag them away from the toolbox. This lets you view all the related tools while you work.

In addition to the tools, the color control area displays in the toolbox. The color control area lets you choose colors and fills.

The following tables provide descriptions of the flyouts, tools, and color control area in the Corel PHOTO-PAINT toolbox:


















Flyout	Description
Pick flyout 	Lets you access the Object pick tool and the Mask transform tool















Flyout	Description
Mask flyout 	Lets you access the Rectangular mask tool, the Ellipse mask tool, the Freehand mask tool, the Lasso mask tool, the Magnetic mask tool, the Magic wand mask tool, and the Brush mask tool
Zoom flyout 	Lets you access the Zoom tool and the Pan tool
Touch-up flyout 	Lets you access the Red-eye removal tool, the Clone tool, and the Touch-up brush tool
Shape flyout 	Lets you access the Rectangle tool, the Ellipse tool, the Polygon tool, the Line tool, and the Path tool
Fill flyout 	Lets you access the Fill tool and the Interactive fill tool
Brush flyout 	Lets you access the Paint tool, the Effect tool, the Image sprayer tool, the Undo brush tool, and the Replace color brush tool
Interactive/Transparency flyout 	Lets you access the Interactive dropshadow tool, the Interactive object transparency tool, the Color transparency tool, and the Object transparency brush tool

Tool	Description
Object pick	Lets you select an object
Mask transform	Lets you edit the shape of editable areas
Rectangle mask	Lets you define rectangular editable areas
Ellipse mask	Lets you define elliptical editable areas
Freehand mask	Lets you define irregularly shaped or polygonal editable areas
Lasso mask	Lets you define editable areas that are irregular in shape and surrounded by pixels of similar colors



Tool	Description
 Magnetic mask	Lets you detect the edges of areas that are in contrasting color to their surroundings, and place the mask marquee along the edge
 Magic wand mask	Lets you define irregularly shaped editable areas that include all adjacent pixels similar in color to the pixel you first select
 Brush mask	Lets you define an editable area by brushing an area as if you were painting
 Crop	Lets you remove unwanted areas and straighten crooked images
 Zoom	Lets you change the magnification level in the image window
 Pan	Lets you drag areas of an image into view when the image is larger than its window
 Eyedropper	Lets you choose colors from an image
 Eraser	Lets you erase image areas or object areas to reveal the object or background underneath
 Text	Lets you add text to your image and edit existing text
 Red-eye removal	Lets you remove the red-eye effect from the eyes of subjects in photos.
 Clone	Lets you duplicate part of an image and apply it to another part of the same image or to another image
 Touch-up	Lets you remove imperfections, such as tears, scratch marks, and wrinkles, from an image by blending its textures and colors
 Rectangle	Lets you draw square or rectangular shapes
 Ellipse	Lets you draw circular or elliptical shapes
 Polygon	Lets you draw polygons
 Line	Lets you draw single or joined straight line segments using the foreground color
 Path	Lets you create and edit paths



Tool	Description
 Fill	Lets you fill areas with one of four fill types: uniform, fountain, bitmap, or texture
 Interactive fill	Lets you apply a gradient fill to an object, selection, or the entire image
 Paint	Lets you paint on an image using the foreground color
 Effect	Lets you perform local color and tonal corrections on the image
 Image sprayer	Lets you load one or more images and paint them on your image
 Undo brush	Lets you restore image areas to how they looked before your last brush stroke
 Replace color brush	Lets you replace the foreground color in your image with the background color
 Interactive dropshadow	Lets you add shadows to objects
 Interactive object transparency	Lets you make the colors of an object fade gradually towards the image background color
 Color transparency	Lets you make pixels with a specific color value in an object transparent
 Object transparency brush	Lets you brush areas on an object to make them more transparent
 Image slicing	Lets you cut a large image into smaller sections that can be modified for the Web

Color control area



Lets you choose colors and fills. The color control area consists of three swatches: a **Foreground color** swatch, a **Background color** swatch, and a **Fill color** swatch. The arrow lets you swap the foreground color and the background color, and the **Reset color** icon lets you return to the default colors.

Customizing the workspace

You can customize your application by creating a custom workspace to suit your needs. For example, you can create custom toolbars and color palettes.



Using multiple workspaces

A workspace is a configuration of settings that specifies how the various command bars, commands, and buttons are arranged when you open the application. You can always reset the current workspace to the default settings.

To reset the current workspace

- Hold down **F8** while the application is starting.

Customizing toolbars

You can customize toolbar position and display. For example, you can move or resize a toolbar, and you can choose to hide or display a toolbar.

Toolbars can be either docked or floating. Docking a toolbar attaches it to the edge of the application window. Undocking a toolbar pulls it away from the edge of the application window, so it floats and can be easily moved around.

You can customize toolbars by adding, removing, and arranging toolbar items.

When moving, docking, and undocking toolbars, you use the grab area of the toolbar.

For a	The grab area is
Docked toolbar	Identified by a double line at the top or left edge of the toolbar
Floating toolbar	The title bar. If the title is not displayed, the grab area is identified by a double line at the top or left edge of the toolbar.



To customize toolbar position and display

To	Do the following
Move a toolbar	Click the toolbar's grab area, and drag the toolbar to a new position.
Dock a toolbar	Click the toolbar's grab area, and drag the toolbar to any edge of the application window.
Undock a toolbar	Click the toolbar's grab area, and drag the toolbar away from the edge of the application window.
Resize a floating toolbar	Point to the edge of the toolbar and, using the two-directional arrow, drag the edge of the toolbar.



To	Do the following
Hide or display a toolbar	Click Tools menu ► Customization , click Command bars , and disable or enable the check box next to the toolbar name.
Reset a toolbar to its default setting	Click Tools menu ► Customization , click Command bars , click a toolbar, and click Reset .

To add or remove an item on a toolbar

- 1 Click **Tools** menu ► **Customization**.
- 2 In the **Customization** list of categories, click **Commands**.
- 3 Choose a command category from the top list box.
- 4 Drag a toolbar item from the list to a toolbar in the application window.
If you want to remove an item from a toolbar, drag the toolbar item off the toolbar.

To arrange toolbar items

- 1 Click **Tools** menu ► **Customization**.
- 2 In the **Customization** list of categories, click **Commands**.
- 3 On the toolbar in the application window, drag the toolbar item to a new position.
If you want to move a toolbar item to another toolbar, drag the toolbar item from one toolbar to the other.

Creating custom color palettes

Custom color palettes are collections of colors that you save. Custom color palettes are useful when you frequently choose the same colors, or when you want to work with a set of colors that look good together.

When you create a custom color palette, the color palette is empty; however, you can edit it by adding the colors you want to include, as well as changing, deleting, sorting, and renaming colors.

To create a custom color palette

- 1 Click **Window** menu ► **Color palettes** ► **Palette editor**.
- 2 Click **New palette** .
- 3 Type a filename.
- 4 Click **Save**.

To edit a custom color palette

- 1 Click **Window** menu ► **Color palettes** ► **Palette editor**.



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- 2 Choose a palette from the list box.
- 3 Modify any colors.

To	Do the following
Add a color	Click Add color . Click a color in the color selection area, and click Add to palette .
Change a color	In the color selection area, click the color that you want to change, click Edit color , and click the new color in the color selection area.
Delete a color	Click a color in the color selection area, and click Delete color .
Sort colors	Click Sort colors , and click a color sorting method.
Rename a color	Click a color in the color selection area, and type a color name in the Name box.

From here ...

You can explore Corel PHOTO-PAINT on your own, or you can learn more by completing other CorelTUTOR™ tutorials.

For more information about the topics and tools presented in this tutorial, refer to the Help. To access Corel PHOTO-PAINT Help, click **Help** menu ► **Help topics**.

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